Privacy Notice

Relevant to when you apply to work for SCAS or receive a conditional offer of employment

Introduction

This Privacy Notice sets out how South Central Ambulance Service NHS Foundation Trust (SCAS) processes (collects, uses, retains, protects and discloses) personal information. We recognise the rights you have over your data and acknowledge the control you exercise over how it should be used. We respect these rights and are committed to safeguarding your privacy. The key laws that determine how we use your information are: the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Data Protection Act 2018, the Human Rights Act 1998 (HRA), relevant health service legislation, and the common law duty of confidentiality.
South Central Ambulance Service NHS Foundation Trust is registered as a Data Controller with the Information Commissioner's Office (Registration Number: Z9522464).

This privacy notice is specifically applicable to when you apply to work for SCAS or receive a conditional offer of employment. The full privacy notice is available on the intranet and on our website **Privacy statement | South Central Ambulance Service**

What kind of personal information do we process?

When you submit a job application, we request the following information;

- Your name
- Your contact details including email address, home address and telephone numbers
- Details of your CV or application which can include work experience, locations, dates and positions held.
- Names and contact information of your referees
- Equal opportunities information such as race, ethnic origin and disabilities.

The following information is required when we make a conditional offer of employment;

- Proof of identity
- Proof of qualifications
- Date of Birth
- National Insurance number
- Driving licence, including endorsements and accidents history
- Criminal records check
- Current and previous employment details
- References collected from your named referees
- Personal details relating to occupational health
- Bank Account details
- NHS Pension details
- Body measurements for uniform

- Conflicts of interest, political affiliation
- Personal vehicle details
- A digital passport photograph
- Emergency contact details
- Signed Conditional Offer

This information is provided by the candidates via Trac Jobs or through a recruitment agency via your CV or application.

Withdrawn or declined applications will be recorded for a maximum of 12 months from the date of withdrawal or risk assessment decision.
(GDPR Art 6(1)(c) - Where retention is required under employment law or NHS Employment Check Standards.
(GDPR Art 6(1)(f) – To prevent re-hiring unsuitable candidates and comply with safeguarding obligations.

How will the information be used and what is the lawful basis?

Information is processed in a variety of paper and electronic formats and is used to;

- Communicate with you throughout the recruitment process.
  (GDPR Art 6(1)(b) - it is necessary to do so in order to take steps to enter into an employment contract with the Trust)
- Determine your suitability for the role you have applied for
  (GDPR Art 6(1)(b) - it is necessary to do so in order to take steps to enter into an employment contract with the Trust)
- Arrange an interview with you
  (GDPR Art 6(1)(b) - it is necessary to do so in order to take steps to enter into an employment contract with the Trust)
- Verify your identity
  (GDPR Art 6(1)(b) - it is necessary to do so in order to take steps to enter into an employment contract with the Trust)
- Check facts about your qualifications
  (GDPR Art 9(2)(b) - is necessary for the purposes of carrying out obligations in the field of employment and social security and law)
- Check previous job history including work conduct and sickness record
  (GDPR Art 9(2)(h) - is necessary for the assessment of the working capacity of the employee)
- Check criminal records to help make safer recruitment decisions
  (GDPR Art 9(2)(a) – we have your explicit consent to process this data)
  (GDPR Art 10 - Personal data relating to criminal convictions and offences includes personal data relating to the alleged commission of offences by an individual, proceedings for an offence committed or alleged to have been committed by an individual or the disposal of such proceedings (including sentencing)

- Monitor equal opportunity statistics and help us understand staff demographics (GDPR Art 9(2)(a) – we have your explicit consent to process this data)
- Create your staff record
  (GDPR Art 6(1)(b) - it is necessary to do so in order to take steps to enter into an employment contract with the Trust)
- Produce a staff ID card
  (GDPR Art 6(1)(b) - it is necessary to do so in order to take steps to enter into an employment contract with the Trust)

Will my information be shared with anyone else?

Most of our job vacancies are posted on and processed via Trac which uses Health Jobs website, **HealthJobsUK: Vacancies | trac.jobs.** When you apply using Trac, they will hold the information but we will have access to it. Please follow the link below to see the Trac Privacy Statement.
Privacy notice | Trac
When you apply via an agency with submission of your CV, the agency has the responsibility for providing you with a Privacy Statement.

We use the services of Trac and Atlantic Data to carry out criminal records check via the Disclosure and Barring Service, please follow the link below to access their privacy policy.
Privacy_and_Security_Policy.pdf

All successful applicants will be required to complete an Occupational Health Questionnaire to ensure that they are capable of carrying out the role or identify anyone at risk of developing work related diseases. Occupational Health will contact the candidate directly if something on the questionnaire needs to be discussed. All roles involving driving will need a medical with our occupational health providers. Our Occupation Health provider is **Optima Health.**
Privacy Policy - Optima Health

All employee records are held and processed on a central system called Electronic Staff Records (ESR). **Home - ESR Hub - NHS Electronic Staff Record**

We will request an Inter Authority Transfer initiation for applicants who have previously worked for the NHS. **The importance of using Inter Authority Transfer (IAT) process in ESR**

The Trust has conducted Drivercheck Limited to conduct all licence checks to ensure employees hold the appropriate driving licences and are entitled to drive designated vehicles in accordance with the Law. **Driving Licence & Vehicle Document Check | DriverCheck**

The New Starter forms which includes your personal details and bank details will be shared with SBS payroll services so that you can be set up on the payroll **NHS SBS**

We will share information with third parties where there is a statutory basis for disclosure or a court

order requiring us to comply with a legal obligation [GDPR Art 6(1)(c)].

How long will SCAS keep this information for?

Information regarding SCAS retention periods are detailed in our Record Management Data Retention Policy which can be accessed using the link below.
Record Management Data Retention Policy

Your data subject rights explained

You have the following rights in relation to the data we hold about you;

- The right to know how your data is processed; this is explained to you in this privacy notice
- The right to know what personal information we hold about you; this can be exercised by sending us a subject access request using the contact details below. We will respond within one month.
- The right to rectification; when we become aware, we will rectify any inaccuracies in your data.
- The right to erasure; where this right can be exercised, we will comply within one month.
- The right to restrict processing: you can limit the way that we use your data.

Further details on how to request access to records are included within the Record Management Data Retention policy and the **Exercise Your Rights** page.

Contact

If you have any queries, require further information or want to exercise any of your rights please contact:

Data Protection Officer
South Central Ambulance Service 7-
8 Talisman Road
Bicester
Oxfordshire
OX26 6HR

Tel: 01869 365000
Email: **scas.dpa2@nhs.net**

Complaints

If you have any concerns about how your information has been processed and want to lodge a complaint with the Supervisory Authority in the UK, you can contact:
Information Commissioner's Office
Wycliffe House
Wilmslow
SK9 5AF
Email: **Make a complaint | ICO**